



BOROUGH OF SEA GIRT

SEA GIRT, NEW JERSEY

Code Enforcement



Certificate of Continued Occupancy Guidelines

All items specified on the CCO checklist will be inspected. Failure to comply with multiple checklist items may result in the denial of the CCO.

Exterior:

- Entire property and exterior of all buildings must be clean, neat, and orderly.

Bedrooms/Occupancy:

- Bedroom Occupancy will be as follows:
 - 1 Occupant Bedroom 70 Square Feet
 - 2 Occupant Bedroom 100 Square Feet
 - 3 Occupant Bedroom 150 Square Feet
 - 4 Occupant Bedroom 200 Square feet
- A child under the age of 3 will not constitute an occupant for the purpose of enforcing the maximum occupancy within the residence.

Interior:

- All smoke alarms/detectors shall be tested utilizing push button method. If there is a monitored system (ADT for example), a letter from homeowner, agent, or monitoring agency must accompany advising that system is maintained and will operate as installed.
 - Structure built prior to 1978 – Minimum battery powered and 1 on each level
 - 1978-1983 – Hardwired alarms with battery back-up, 1 on each level
 - 1984-1990 – Hardwired with battery back-up and Interconnected, 1 on each level
 - 1991-Present – Hardwired, battery back-up, interconnected. 1 on each level **AND** 1 in each bedroom
 - Note: Any smoke alarm older than 10-years old must be replaced
- Carbon Monoxide Detectors shall be tested utilizing push button method.
 - Minimum 1 on each floor that has sleeping
 - Must be installed within the immediate vicinity of the sleeping room(s)
- Fire Extinguisher for ALL INSPECTIONS, a fire extinguisher must be present, minimum 1A:10B:C
 - Within 10 feet of Kitchen
 - **Permanently mounted** in exit pathway from kitchen to exit/exterior

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Borough of Sea Girt
Certificate of Continued Occupancy Checklist

Date: _____
Inspector: _____

Address: _____
C.O. # _____

Exterior

Pass	Fail	
		Exterior Garbage Collection Area
		Driveway - No Standing Water
		Driveway - Well defined
		Sidewalks - No Tripping Hazards
		No Infestation of Insects or Rodents
		Siding & Roofing - No Damaged or Missing
		Paint - No exposed metal or Wood
		Windows Operable & Not Broken
		Window Screens - No holes or Tears
		House Address Visible from Street
		Handrails on Risers more than 4 High
		Guardrail Gaps no more than 5"
		Foundation - No structural damage
		Grass - Not overgrown
		Exterior Property Maintained
		Decks & Porches Structurally Sound
		Exterior vents clean & free from obstructions
		Gutters operational & secured

Interior

Pass	Fail	
		Interior clean & orderly
		Smoke Detectors Present & Working
		Carbon Monoxide Detectors Present & Working
		Kitchen Stove - Must be Tip Proof
		Kitchen vent operational
		Fire Extinguisher - Mounted & Within 10' of Kitchen
		Minimum Rating 1A:10BC
		Sinks, Cabinets, Countertops free of cracks
		All plumbing works, no leaks/dripping hot & cold water
		No water stains on walls or ceilings
		GFI Outlets in Kitchen & Functional
		GFI Outlets in Bathrooms & Functional
		No extension cords or exposed wiring/tripping hazards
		No open electrical boxes
		Electrical wiring working & in good condition
		All lighting fixtures operable
		Electrical box secure & labelled
		All interior doors functional & free of cracks
		All furniture free from cracks & damage
		Floors clean. Not broken or rotten
		Mattresses clean & damage free
		Interior walls clean & painted
		Water heater relief valve aimed down & within 6" AFF
		Clothes dryers vented to exterior
		Sump pump drains to exterior
		All utilities operable
		Windowless bathrooms have working exhaust fans
		Bedrooms with minimum of 2 outlets
		No debris/trash in attics or basements
		Flue pipes properly vented to exterior
		Bedroom egress doors fully operational
		Gas clothes dryer prohibited in bathroom & bedroom
		All appliances - no visible rust

Bedrooms/Occupancy

Pass	Fail	
		1 Occupant Bedroom - 70 SF
		2 - 100SF, 3 - 150SF, 4 - 200SF, 5 - 250SF
		Beds not permitted in kitchens or living rooms
		Bedroom doors minimum 28" W, 6' 6" H
		Bedroom egress window sill height max 44" AFF
		Bedroom Egress window opening min 24" H and 20" W or greater
		Living space above garage must have minimum 5/8" sheetrock in garage, without penetrations
		Basement bedrooms minimum 1 emergency egress window w/window well ladder
		Every bedroom shall have passage to 1 bathroom without passing through another bedroom on the same story
		Sleeping rooms shall not constitute only means of access to other sleeping rooms